

**CONNECTICUT DEPARTMENT OF PUBLIC SAFETY
DIVISION OF STATE POLICE
SPECIAL LICENSING AND FIREARMS UNIT
(Rev. 1/05)**

**ADMINISTRATIVE DIRECTIVES TO APPLICANTS SEEKING
A PRIVATE DETECTIVE OR SECURITY SERVICE LICENSE**

Pursuant to Connecticut Public Act 04-192, the Commissioner of Public Safety may grant a license upon being satisfied after the investigation that the applicant is a suitable person to receive a license as a Private Detective or Security Service.

To expedite this character investigation and aid the investigating Trooper, the following is required from the prospective licensee.

1. The enclosed application, (DPS-366-C) accurately completed and notarized.
2. Two (2) recent photographs, 2" x 2", full-face passport style with mandatory blue background.
3. Return completed fingerprint cards (State & FBI) with two (2) Cashiers Checks or Money Orders, one in the amount of \$ 25.00 and the other \$ 24.00, both payable to the Commissioner of Public Safety.
4. Motor vehicle driving record for the past five (3) years from the motor vehicle agency in the state of residence of the applicant.
 - a). A copy of applicant's current operators license.
5. If applicant has been in the military, a copy of his/her DD-214 or other documentation to indicate type of discharge.
6. Four (4) letters of character reference signed by the persons providing the reference. These letters are to be sent directly from the author to the, Special Licensing & Firearms Unit. Letters must include the addresses and telephone numbers of the authors. **Letters sent by the applicant's immediate family (parents, wife, etc.), and form letters are not acceptable, and will be returned.** We will not accept those letters mailed to or hand carried by the applicant. The letters must be submitted directly to this office within 60 days of submission of application.
7. A recent credit bureau report (for licensee only).
8. Minimum High School Education, provide a copy of high school diploma, GED, college transcript, or college degree.
9. The applicant must be a U.S Citizen, a naturalized U.S. Citizen or a Legal Resident Alien. Proof of said documents is required.
10. If the applicant is retired or separated from a Federal, State or Local Police Department, a letter of discharge must be sent from the former employer to this department. The letter from said department must include length of service, title(s) held, duties performed and date of retirement or separation.
11. If the applicant is seeking a license as a private detective, they must meet the five (5) year investigative experience, or ten (10) year experience as a police officer. If the applicant is seeking a license for security service, they must meet the five (5) -year supervisory or managerial experiences under a licensed agency or ten (10) years with a state or municipal police department. (Reference Public Act 04-192).

12. Documentation from previous investigative employment verifying license eligibility must indicate, in chronological order, the following: date of hire and termination, duties, performed (what, where and how long) in each position, reason for leaving employment. **All information from previous employer(s) must be sent directly from past employer(s) to the Special Licensing & Firearms unit. All letters must include telephone numbers and addresses of past employers.**
13. Out of state applicants must submit written verification from the state agency regulating private detectives stating the applicants name, type of license held, length of time applicant has been held and if the current license they hold is in good standing.
14. If a **corporate license** or an **LLC** is being sought, a copy of the **Certificate of Incorporation or LLC documentation** from the Connecticut Secretary of the State must be submitted. If the corporate entity is an out-of state corporation, a copy of the **Authority to do Business as a Foreign Corporation** from the Connecticut Secretary of the State must be included. No corporate license will be issued until said documentation has been supplied to the Special Licensing & Firearms Unit.
15. **Corporate Officials.** All persons engaged as Corporate Officials must be registered with The Special Licensing & Firearms Unit. (Corporate Official refers to President, Vice President, Secretary or Treasurer only). Failure to register a Corporate Official may result in your license not being issued. (Refer to Public Act 04-192) Corporate Officials **may not** work in the capacity of investigator, security officer or bodyguard, unless he/she is properly registered.
16. **Corporate Officials.** Each Corporate Official must complete the DPS-366-C, (Application for License), indicating that he/she is a Corporate Official. Each Corporate Official must submit two (2) 2"x 2" photographs, full face (mandatory blue background) two (2) fingerprint cards (State-blue & FBI-green) along with two (2) Cahiers Checks or Money Orders payable to the Commissioner of Public Safety in the amount of \$24.00 and \$25.00.
17. If the applicant is currently under any psychiatric care, a letter from the attending Psychologist or Psychiatrist must be mailed to this office to verify the applicant's ability to hold the license being applied for.

ALL INFORMATION REQUESTED MUST BE SUBMITTED TO THIS OFFICE WITHIN SIXTY (60) DAYS OF SUBMISSION OF THE APPLICATION. FAILURE TO SUBMIT REQUIRED INFORMATION WITH THE SIXTY (60) DAYS WILL REQUIRE ANOTHER COMPLETED APPLICATION AND THE PROCESS WILL BE TREATED AS A NEW APPLICATION. CHARACTER REFERENCES MUST COME DIRECTLY FROM THE AUTHORS TO THIS OFFICE. WE WILL NOT ACCEPT THOSE LETTER MAILED OR HAND CARRIED BY THE APPLICANT.

Return "COMPLETED" applications to:
State of Connecticut
Special Licensing & Firearms Unit
ATTN: Jill Karanda
1111 Country Club Rd.
Middletown, CT 06457-9294

Visit our web site at:

www.state.ct.us/dps